

**REQUIRED DOCUMENTS:
INDIVIDUAL OR PARTNERSHIP REQUEST FOR APPLICATION**

(Authorized by M. A. C. 463.1103)

TO:

DATE:

TYPE OF LICENSE:

LOCATION:

_____ Request for new license **OR** _____ Transfer an existing license from: _____
To proceed with your request, we will need the documents checked:

- _____ 1. **INDIVIDUALS OR CO-OWNERS** - A completed application LC-687 from each owner.
- _____ 2. **SPOUSE TO APPEAR ON A LICENSE** - If husband-s or wife-s name is to appear on the license, each must complete a separate application, LC-687. If required, request additional forms. **DO NOT INCLUDE THE SPOUSE ON YOUR APPLICATION.**
- _____ 3. **PARTNERS**
_____ General Partners - Each general partner must complete separate applications. If the general partner is a corporation, request corporation forms.
_____ Limited Partners - If there are limited partners, notify the Commission so that an affidavit, LC-38, can be sent to the limited partners.
_____ Adding a partner - Only the proposed new partner must complete an application.
- _____ 4. **REAL ESTATE DOCUMENTS:** Copy of Lease, Option to Lease, Purchase Agreement, or Warranty Deed.
- _____ 5. **PHOTOS - NEW SDM or SDD Licenses only** - two photographs of the proposed licensed location are to be submitted: one showing the front of the outside of the building, the other showing the inside of the building. (NOTE: If the building is in the construction or planning stage, please have copies of your plans for the inside and outside of the building available for the MLCC investigator to review during their investigation. **DO NOT FORWARD PLANS TO THIS OFFICE.**)
- _____ 6. **INVESTIGATION FEES:** Investigation fees totaling \$_____ must be submitted.
Please make your check or money order payable to the **STATE OF MICHIGAN.**
- _____ 7. **TRANSFER OF OWNERSHIP** - Purchase agreement (completely executed) for business, fixtures and equipment.

Upon receipt of all of the above documents, your request will be authorized for investigation in the MLCC district office in which the business is located.

The MLCC does not make copies of documents required from applicants. Please be prepared to send (or leave) the requested documents with the Commission.